DOCUMENT RESUME

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TITLE	Creating Your Life's Work Portfolio. An Interactive Career and Life Planning Workbook.
ISBN	ISBN-1-56370-424-2
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NOTE	137p.
AVAILABLE FROM	JIST Works, Inc., 720 North Park Avenue, Indianapolis, IN 46202-3490 ($16.95).
PUB TYPE	Books (010) -- Guides - Classroom - Learner (051)
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DESCRIPTORS	Career Change; *Career Development; Career Education; Career Exploration; *Career Planning; Decision Making; Employment Interviews; Job Search Methods; *Portfolios (Background Materials); Resumes (Personal); Risk Management; Role; Self Employment; Self Evaluation (Individuals); Time Management; Values; Vocational Interests; Work Experience

ABSTRACT

Designed for those beginning a working life or with years of experience, this book leads the user through collecting records that document work history and affirm successes. It provides a step-by-step process to help plan one's life's work, make career decisions, and develop plans for new career directions and a structure to learn career planning steps. An introduction suggests other documents to store in the portfolio and makes suggestions for creating the portfolio, filling out worksheets, and locating assistance. Part 1 addresses information on identity: life values, personal management strategies, wellness strategies, balancing life roles, and interests. Part 2 explores what the reader has to offer, essential skills, and challenges and realities. Topics on exploring career options in part 3 include the following: the perfect job, career exploration, networking, training options, and self-employment. Part 4 focuses on career decision making, gathering information about oneself, exploring what is out there, and generating options and consequences. Topics on getting and keeping a job in part 5 include the following: plan of action, job seeking, job application, resume, cover letter, interviewing, following up, growing on the job, and evaluating progress and modifying. Most topics are followed by worksheets to complete, tear out, and store in a portfolio. These resources are listed: 3 associations, 20 books, 4 software packages, and 7 videos. (YLB)

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